

SECRET
Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140162-3

REPORTS INVENTORY

PREPARE IN DUPLICATE

DDS/OTR/ISS - 35

1. TITLE OF REPORT (if a fill-in report include Form No.)

Agency Training Record - By Course

2. TYPE OF REPORT	<input type="checkbox"/>	STATISTICAL
	<input type="checkbox"/>	NARRATIVE
	<input checked="" type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

<input type="checkbox"/>	PERSONNEL	<input checked="" type="checkbox"/>	TRAINING
<input type="checkbox"/>	LOGISTICS	<input type="checkbox"/>	SECURITY
<input type="checkbox"/>	MEDICAL	<input type="checkbox"/>	FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Semi-Annual

6. DISTRIBUTION (No. of components not number of copies)

12

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

<input checked="" type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.
<input type="checkbox"/>	NO	

601C

9. DIRECTIVE AUTHORITY REQUIRING REPORT

HR

25X1

10. PREPARING COMPONENT (include lowest level contributing information to report)

OCS
OTR/ISS/AIR

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

None
(Same as 601A)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
Same as 601A									

B. COSTS OF COMPUTER PRODUCED REPORTS

1562 pages - 2 copies @ 3¢ per page	twice a year =	\$187.44
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TOTAL COSTS PER YEAR

\$187.44

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

HR

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/>	OTHER (explain)
<input type="checkbox"/>	CHANGE		
<input type="checkbox"/>	DISCONTINUE		

MAN-HOURS

DOLLARS

0

0

STAT

16. DATE OF INVENTORY

9 OCT 19/0

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

Records Management Officer, OTR

18. EXTENSION

FORM 142

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(22 of 42)